



DEPARTMENT OF CITY PLANNING
CITY OF NEW YORK

OFFICE OF THE DIRECTOR

April 22, 2013

Michael Morisy
MuckRock News
DEPT 3324
PO Box 55819
Boston, MA 02205-5819

RE: FOIL# 13-130
5 Years of Pluto and MapPLUTO Data Sets

Dear Mr. Morisy:


As Records Access Officer for the Department of City Planning, I acknowledge receipt of your request.

Please be advised that a response to your request will require me to collect agency files from offices that are separate from mine and search for and review records for their responsiveness to your request.

Pursuant to Subdivision 3 of Section 89 of the Freedom of Information Law and Section 5 (d) of the Uniform Rules and Regulations for All City Agencies Pertaining to the Administration of the Freedom of Information Law, a determination of whether your request will be granted in whole or in part shall be made within twenty (20) business days. You will be advised of such determination as soon as it has been made.

Enclosed is a copy of this agency's procedures concerning Freedom of Information requests.

Sincerely,


Wendy Niles
(212) 720-3208

Amanda M. Burden, FAICP, Director
22 Reade Street, New York, NY 10007-1216
(212) 720-3200 FAX (212) 720-3219
nyc.gov/planning



PROCEDURE FOR REQUESTS FOR CITY PLANNING RECORDS PURSUANT TO THE FREEDOM OF INFORMATION LAW

1. **Request For Records:** Any request to inspect or copy records kept or held by the Department of City Planning (DCP) shall be made in writing and addressed to the Records Access Officer. The request should reasonably describe the record or records sought and should, whenever possible and as applicable, supply information regarding dates, Borough/Block/Lot, address, street name, CP or ULURP number(s), CEQR number, project name or other information which will enable the Records Access Officer to identify the records sought.

2. **Records Access Officer:** The Records Access Officer for DCP is:

Wendy Niles
Dept. of City Planning
22 Reade Street, 2W
New York, New York 10007
Tel: (212) 720-3208
Fax: (212) 720-3219
E-mail: FOIL@planning.nyc.gov

3. **Hours and Location for Inspection of Records:** Upon written notification by the Records Access Officer that records are available in response to a request, such records may be inspected from 10:00 a.m. to 5:00 p.m. at the office of the Records Access Officer, unless the Records Access Officer designates a more specific time or location. In no case may records be removed from agency premises. Copies of any of the inspected records will not be prepared unless and until the associated copying fee (and postage fee, if applicable) has been paid (see below). When possible, the Records Access Officer will scan and e-mail responsive records to the requesting party, for which there is, under normal circumstances, no associated copying fee.

4. **Copying Fee:** The Records Access Officer will inform the requesting party of any fee associated with copying responsive records. Actual cost will be charged for any storage device or media or if more than two hours of an employee's time is needed or an outside service must be engaged for photocopying or reproduction. Except when a different fee is otherwise prescribed by law, the following fees currently apply:

Copy Medium	Fee per unit (\$)
8"x11" to 9"x14" sheet (black/white)	0.25
8"x11" to 9"x14" sheet (color)	0.50
11"x17" sheet (black/white)	0.90
11"x17" sheet (color)	1.80
3'x 2' sheet	4.40
3'x 3' sheet	6.60
3'x 4' sheet	8.80
3' x 5' sheet	11.00
CD-ROM	1.00
Cassette tape	5.00